

Instructions for Collection and Submission of Serum for COVID Antibodies
Michigan Department of Health and Human Services Bureau of Laboratories (Michigan.gov/mdhhs/ab) (Unit # 52)

1. **Verify the identity of the patient and label collection tube in the presence of the patient.**
2. **Collect and prepare the sample:**
 - No special patient preparation is required. Use a clot tube (without anticoagulant) to collect blood from a vein. (5 ml gold top serum tubes are provided for blood collection).
 - Allow the blood to clot by letting it set undisturbed at room temperature for 30 to 60 minutes.
 - Centrifuge the tube at 1,000 Xg for 10 minutes.
 - Make sure each label has a complete patient name and at least 1 unique identifier (For example, date of birth, medical record number, etc.)
3. **Fill out the requisition form (MDHHS-5929) available at: www.michigan.gov/mdhhs/ab:**
 - Fill the form out completely, and make sure the information on the requisition form matches the information on the tube. *Samples will not be tested if the form is not completely filled out, or if the information disagrees.*
4. **Storage of sample before shipping to MDHHS:**
 - Keep the sample in a 2°C - 8°C refrigerator for shipping within 48 hours.
 - If shipping is delayed for ≥48 hours, store specimens frozen.
5. **Pack the sample for cold shipment:**
 - A. Make sure the caps on the serum tubes are completely tight.
 - B. Place each tube into one zipper bag.
 - C. Place up to 10 tubes (in zipper bags) into one 95KPa biohazard bag with 1 absorbent strip.
 - D. Place specimens into Styrofoam mailer.
 - E. Add previously frozen cold-packs (provided) over 95KPa biohazard bag containing specimen tubes. Do not use wet ice.
 - F. Add cushioning material to prevent contents from rattling.
 - G. After placing the cover of the Styrofoam mailer, place the completed test requisition(s) on top of the mailer and place into corrugated box.
6. **Seal the outer cardboard box with tape and label it for shipping.**
 - Complete the return address, Biological Substance label and put it on the box.
 - Make sure the outer cardboard box is labeled "Refrigerate on arrival".
7. **Ship the samples to MDHHS as quickly as possible.**
 - For example, send by courier, UPS, USPS 1st class mail, etc.
 - It is your (the sender's) responsibility to be sure the box complies with packaging and shipping regulations.

Important Notes:
<i>The specimen will not be tested if:</i>
<ul style="list-style-type: none">The sample is leaking
<ul style="list-style-type: none">The test requisition is not completely filled out.